

Company: Bhandari Agencies

Job Title: ADMINISTRATIVE ASSISTANT

Openings: 2

Job Description:

1. Office Management: Organizing and maintaining office supplies, equipment, and schedules.
2. Communication: Handling phone calls, emails, and correspondence.
3. Administrative Support: Assisting with paperwork, document preparation, and data entry tasks.

Salary: 20000-25000

Location: Aghapura

Type: Full Time

Mode: Office